



**BICKLEY PARK  
SCHOOL**

# Cameras and Mobile Phone Policy

## Policy Details

Owner	Department	Managed by	Last update	Next review	ISBA Version (Y/N)
Jonathan Poole	Safeguarding	DSL	October 2023	October 2024	N

## Policy Approval/Distribution Process

Governors	Head/Bursar	SLT	All Staff
Noting	Noting	Approval	Noting

## Policy Version Control

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## CAMERAS AND MOBILE PHONE POLICY

*To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras at Bickley Park.*

### STAFF

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on school premises, including the swimming pool, Games field, Forest School and when on outings. The exception to this rule is when staff are on the Games field, at Forest School and on an outing in an emergency situation. In these circumstances, staff may use mobile phones to contact the emergency services, make contact with school, gather data from Engage, act as a GPS mapping device or to contact any other person as deemed appropriate.
- Personal calls may be made in non-contact time but not with children present. It is the responsibility of all staff to make their own families aware that they should be contacted via the school office should they need to do so during the school day regarding personal matters.
- Staff should never use their (personal) mobile phones or cameras to take photos/videos of pupils or to record classroom/school activities. ONLY school equipment should be used, e.g. school iPads. Staff should understand that failure to comply with this point is likely to result in disciplinary action.
- Photographs and recordings can only be transferred to and stored on a school computer.
- All telephone contact with Parents/Carers must be made on the school telephone. During group outings staff may carry their own phones but they should only be used in an emergency. A bank of school phones will be available for off-site activities and outings.
- The recording of any meetings or conversations on school premises on personal mobile phones or devices is not permitted. Should a member of staff wish to record any meeting or conversation, permission to do so must be obtained by all those involved in the meeting, prior to commencement of the meeting. Any such recording must then only be undertaken on a school device (iPad, phone).
- Staff will ensure pupils are appropriately dressed before taking photographs or video footage. They will ensure all images are available for scrutiny and be able to justify images of children in their possession.
- Staff will report to the DSL any concerns relating to inappropriate or intrusive photography they find on devices.
- Staff leading trips involving Year 7&8 pupils will decide whether it is appropriate for mobile phones with cameras to be taken, following agreement with the Head/DSL.

### PARENTS

- Parents/carers are asked not to use their mobile phones in school or when accompanying the children on a school outing. In the case of an emergency, they will need to make or receive a call in an area with no children present, such as the school office.
- Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event, or school activity in which school pupils are participating, and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.

## CAMERAS AND MOBILE PHONE POLICY

- Parents are informed, upon joining the school, via the BPS terms and conditions, that they have the right to request that images of their child, taken via camera or video whilst in school or on school activities, are not used for purposes of publicity. This request is made via Engage.

## PUPILS

- In the Prep Department, when boys begin travelling alone parents may, if they wish, send their son to school with a mobile phone. The device should be clearly named and, on arrival at school, the boy should sign in the phone with the school office and leave it in the mobile phone box. The device should only be collected at the end of the school day and only switched on once the pupil has left the school grounds.
- Boys should not wear smart watches, with internet access, at school.
- Year 7 and 8 pupils will be advised by the trip leader if they can bring mobile phones with them on residential field trips. They will be provided with clear guidelines about their use in advance of the trip and will sign a code of conduct agreeing to use them as per guidelines. Any pupil bringing a camera on a residential trip will be provided with clear guidelines about their use in advance of the trip.

## USE OF PHOTOGRAPHS

- Only school devices are to be used by staff to take audio recordings, photos and videos on school premises or on outings. Pupils may take photos and videos, using school devices, on school premises or on outings, if directed to do so by staff.
- Photographs may be used on the school website, the weekly Beehive newsletter, class productions, The Quadrant, Tapestry, BPS official social media accounts and Speech Day. No surnames should appear on photographs. Photographs may be used 'in perpetuity' for example, on the school website.
- Photos will be deleted from devices once uploaded onto the school system.

## MONITORING AND REVIEW

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body and SLT.

## Appendix A

There are a small number of exceptions that are permitted within the school. They are:

1. The use of personal devices to enable sharing of photographs for publicity purposes via WhatsApp within an authorised school group. The following staff are members and contributors to that group:

- Celine Robert
- Jonathan Poole
- Catherine Greenwood
- Robert Cobb
- Samik Patel
- Sarah Valero
- Tom Quilter

For coverage of school events a member of teaching staff may be asked to join the group on a temporary basis.

It is expected that they will remove all photographs from personal devices after they have been uploaded.

2. Certain members of staff are asked to carry their phones with them to be used in the case of a fire and the school community gets separated across the site.

This applies to the following staff: Jonathan Poole; Fiona Stewart; Eileen Saint; Sarah Spiteri and Matt Webb.

3. The following individuals are permitted to carry and have access to their phones so that they are always contactable: Bursar, Tom Quilter, Samik Patel, Jon Poole and Maintenance/Premises staff.